



***UNIVERSITY OF MEDICINE AND PHARMACY
"CAROL DAVILA" of BUCHAREST***



**REGULATIONS FOR ORGANIZATION AND FUNCTIONING OF
THE COMMISSION FOR EVALUATION AND QUALITY
ASSURANCE**

University of Medicine and Pharmacy "Carol Davila" of Bucharest
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CHAPTER 1. GENERAL PROVISIONS

Art. 1. These Regulations establish the method of organization and functioning of the Commission for Evaluation and Quality Assurance (CEQA) from the University of Medicine and Pharmacy "Carol Davila" Bucharest and of the commissions for evaluation and quality assurance at faculty level (CEQA-F) and the master's degree programmes (CEQA-M)

Art. 2. Abbreviations and acronyms:

- CEQA – Commission for Evaluation and Quality Assurance at University Level
- CEQA-F - Commission for Evaluation and Quality Assurance at Faculty Level
- CEQA-M - Commission for Evaluation and Quality Assurance of master's degree programmes
- QMD – Quality Management Department
- EQAS – Evaluation and Quality Assurance System
- EHEA – European Higher Education Area;
- UMFC D – University of Medicine and Pharmacy "Carol Davila" of Bucharest

Art. 3. Definitions:

- Evaluation and Quality Assurance System (EQAS)* represents an assembly of interrelated activities whose purpose is the increase of quality of educational services offered by UMFC D.
- Evaluation of education quality* represents a systematic process of multicriteria examination of the degree by which an organization provider of educational services and its programme fulfil the performance indicators and quality standards. The Quality Evaluation is made by the organization provider of educational services and takes the form of internal evaluation. The quality evaluation performed by a national or international specialized agency represents external evaluation.

According to the *External Evaluation Methodology* of ARACIS:

- "Standards, reference standards and performance indicators* describe the quality requirements of the activities of an organization provider of education which requests to be authorized or to operate temporarily, of an accredited higher education institution which requests the temporary operating license or the accreditation of a new study programme or of an accredited higher education institution which requests external evaluation of the education quality offered.



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d. *Standards* are formulated in terms of rules or results and define the minimum compulsory level of realization of an activity in education.

e. *Reference Standards* are the standards which define the optimal level of realization of an activity by an organization provider of education, based on good practices that exist at national, European or world level. Reference Standards are specific to each study programme or to each institution, are optional and are above the minimum level.

f. *Performance Indicator* represents an instrument for measuring the degree of achievement of an activity carried out by an organization provider of education in relation to a standard. Performance indicators identify the results which vary from a *minimum acceptable level* to a *maximum identifiable level*. The minimum level of performance indicators corresponds to the requirements of a standard. The maximum levels correspond to reference standards, are optional and distinguish the quality in institutions in a hierarchical progressive manner.”

Art. 4. Reference documents underlying the quality assurance in UMFC and the organization and functioning of CEQA and CEQA-F are national and international provisions regarding Higher Education and quality assurance in Higher Education, as follows:

a. National documents:

- National Education Law no. 1/2011 as further amended and supplemented and relevant secondary legislation;
- Emergency Ordinance no.75 / 2005 for assurance of education quality, approved by the Law no. 87/2006, as further amended and supplemented;
- Methodology for external evaluation of quality, standards, reference standards and list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education, approved by Government Decision no. 1418/2006, as further amended;

b. Internal documents:

- Charter of UMFC.
- Decisions of Rector for designation of members of Commission for Evaluation and Quality Assurance at University level and at faculties level.

c. European documents:



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- Sorbonne Declaration, 25 May 1998;
- Bologna Declaration, 19 May 1999;
- The Communiqué of Prague, 19 May 2001;
- The Communiqué of Berlin, 19 September 2003;
- The Communiqué of Bergen, 19 May 2005;
- Quality assurance standards and recommendations in the European Higher Education Area;
- The European Framework of qualifications.

CHAPTER 2. MISSION AND COMPOSITION OF CEQA AND CEQA-F, ASSIGNMENTS, ORGANIZATION AND FUNCTIONING

Art. 5. The Commission for Evaluation and Quality Assurance at university level has the mission to implement the quality assurance strategies and policies, in line with the vision, mission and policy of the university and with the national, European and international dynamics in this field.

Art. 6. For quality assurance and management at faculties level quality assurance commissions are created by faculties (CEQA-F) and for master's degree programmes (CEQA-M).

Art. 7. The Commissions for evaluation and quality assurance at faculty level monitor the implementation of quality assurance strategies and policies of the university at faculties level and support CEQA in the fulfilment of mission taken at university level.

Art. 8. (1) The Commission for Evaluation and Quality Assurance by university is created by virtue of art. 11 para. (5) of GEO no. 75/2005 as further amended and supplemented and is composed of the president and 5 members, as follows:

- a. Three representatives of the teaching body of faculties from UMFCF, who have the capacity of titular teaching staff and at least the university reader teaching rank;
- b. A representative of students, appointed by the legally created student organizations;
- c. A representative of trade union of UMFCF, appointed by this trade union.

(2) The management of CEQA is assured by the person designated by the Rector, actually the vice-rector with quality management assignments;



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(3) Commission members – teaching staff are proposed by the commission coordinator, following the consultation with the management of university and of faculties and are elected by secret vote by the University Senate.

(4) Except for the President, the members of CEQA cannot fulfil management functions in UMFCD.

Art. 9. CEQA also includes as observer a representative of employers, appointed by the Senate, at the proposal of the Board of Directors.

Art. 10. Except for members-students, the mandate of CEQA members is 4 years.

Art. 11. (1) The Commissions for evaluation and quality assurance by faculties are composed of:

- a. President - dean, vice-dean responsible for quality or a member of the teaching body with experience in quality assurance;
- b. 2-5 members of the teaching body – titular teaching staff with teaching rank of at least lecturer, designated by the faculty dean;
- c. A representative of students, designated by the legally founded student organizations or in their absence, from among the students, members of Faculty Council, by their votes.
- d. A secretary, as applicable. The Secretariat can be assured by a titular teaching staff

member. (2) The Commission for evaluation and quality assurance of master's degree programmes is composed of:

- a. The president – a member of the teaching body with experience in quality assurance;
- b. 2 members of the teaching body – titular teaching staff members, with teaching rank of at least lecturer, designated by the faculty dean;
- e. A secretary, as applicable. The Secretariat can be assured by a titular teaching staff member.

Art. 12. (1) CEQA-F/M may also include as observer a representative of employers, designated by the Faculty Council.

(2) If the vice-dean responsible for quality assurance in faculty is not a member of CEQA-F, he/she has the status of permanent guest in the meetings of commission.

Art. 13. Except for members-students, the mandate of members of CEQA-F/M is 4 years, associated with the dean mandate.

Art. 14. (1) The revoking of CEQA members from university can be made by the Senate for justified reasons, at the proposal of the rector or any of the members of the Board of Directors.

(2) The revoking of members of CEQA-F/M can be made by the Faculty Council, for justified reasons, at the proposal of the dean.



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CHAPTER 3. ASSIGNMENTS OF CEQA AND CEQA-F

Art. 15. For the fulfilment of defined mission, CEQA has the following main assignments:

- a. Elaborates the strategy and specific requirements for the Quality Evaluation System in UMFCF, the criteria and methodology for evaluation and audit of this system;
- b. Promotes the quality culture at UMFCF level;
- c. Elaborates and regularly revises the procedures, policies and regulations for quality assurance, approved by the University management;
- d. Coordinates the application of procedures and activities for evaluation and quality assurance, approved by the management of UMFCF, according to the fields and criteria set out by the laws in force;
- e. Initiates analyses and evaluations based on quality criteria by faculties/departments, administrative service, respectively by teaching-learning processes, research, academic services and support activities;
- f. permanently analyses the quality status of processes carried out in UMFCF and formulates proposals for improvement of quality status;
- g. Evaluates the cross-institutional performance indicators in the medical field in Romania and Europe;
- h. Contributes to the identification and unitary interpretation of standards and performance indicators from the national and international regulations in the field and their transposal in the Quality Evaluation System in UMFCF;
- i. Proposes the creation of operational structures responsible for evaluation and quality assurance or monitoring and regular evaluation of quality of programmes or activities at faculty and/or department level;
- j. Monitors the quality of educational and research activities and study programmes at university level, in relation to the standards and performance indicators of ARACIS and formulates proposals for their improvement;
- k. Analyses the evaluation reports of satisfaction of students and teaching staff and centralized results of peer evaluations at university level and formulates proposals for improvement of activity;
- l. Coordinates and gives assistance to the quality evaluation activities at faculty and department level;

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- m. Creates a database for quality assurance in University;
- n. Draws up an annual Report for quality assurance in UMFCF, which it forwards to the rector;
- o. Elaborates the self-assessment report at institutional level, in view of regular accreditation and forwards it to ARACIS;
- p. Centralizes the self-assessment reports at programme level, for the ongoing programmes or for the new programmes, in view of re-accreditation or authorization and forwards them to ARACIS;
- q. Participates in training opportunities and events organized by ARACIS and national and international activities regarding quality management and the support of teaching staff to become evaluators of ARACIS;
- r. Identifies the quality assurance problems and formulates proposals for improvement of education quality in UMFCF;
- s. Collaborates with the Romanian Agency for Quality Assurance, with other agencies and competent bodies or similar institutions from Romania and abroad, according to the law;
- t. Carries out any other activities in quality assurance field required by the management of UMFCF.

Art. 16. The President of CEQA has the main following assignments:

- Coordinates the activity of CEQA;
- Leads the meetings of CEQA;
- Regularly informs the Board of Directors on the activity of CEQA, and informs the Commission on the decisions of the Board of Directors regarding quality;
- Promotes the decisions of CEQA in the Board of Directors;
- Coordinates the harmonization of quality policy with the general policy of the University;
- Is liable to the Rector for the activity of CEQA;
- Participates as permanent guest in the meetings of the Senate.

Art. 17. (1) CEQA-F have the following main assignments:

- a. They are subordinated to CEQA;
- b. Participates in the elaboration and regular revision of quality assurance procedures, policies and regulations;



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- c. Coordinates the application of quality assurance and evaluation procedures and activities, at faculty level, according to the fields and criteria set out by the laws in force;
- d. Initiates analyses and evaluations based on quality criteria by faculties/departments/chairs, administrative service, respectively by teaching-learning processes, research, academic services and support activities;
- e. Monitors the quality of educational and research activities and of study programmes at faculty level, in relation to the standards and performance indicators of ARACIS and formulates proposals for their improvement;
- f. Analyses the evaluation reports of satisfaction of students and teaching staff and the centralized results of peer evaluations at faculty/programme level and formulates proposals for improvement of activity;
- g. If the activity requires it, identifies the responsible persons/teams for evaluation and quality assurance in departments and requests CEQA to nominate them;
- h. Draws up an annual Report for quality assurance in faculty, which they forward to CEQA;
- i. Coordinates the activity of regular evaluation of quality of study programmes provided by the faculty, for the improvement of processes carried out;
- j. Draws up the self-assessment reports for the study programmes provided by the faculty or for the newly founded programmes, in view of reaccreditation or authorization, as applicable and forwards them to CEQA and to the Senate Commission for Bachelor's and Master's degree studies;
- k. Participates in training opportunities and events organized by ARACIS and national and international activities for quality management and the support of teaching staff to become evaluators of ARACIS;
- l. Identifies the quality assurance problems in faculty and formulates proposals for improvement of education quality, which they forward to CEQA;
- m. Assures the promotion of quality culture at faculty level and continuous dialogue with the academic community in this field;
- n. Carries out any other activities in quality assurance field requested by the management of UMFCd.

(2) CEQA-M fulfils the assignments of CEQA-F for the Master's degree programmes of UMFCd.



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CHAPTER 4. ORGANIZATION AND FUNCTIONING OF CEQA AND CEQA-F/M

Art. 18. CEQA meets at least every semester or whenever it is necessary, at the proposal of commission president or any of its members.

Art. 19. The meetings of CEQA are chaired by the president or in his absence, by a member – teaching staff, designated by the president.

Art. 20. In the meetings of CEQA the decisions of commission are adopted with the vote of majority of the present members.

Art.21. The presence quorum for validity of meetings of CEQA is two thirds of the number of its members.

Art. 22. (1) The Secretariat of CEQA is assured by the representatives of the Quality Management Department (QMD).

(2) The tasks resulted from the meetings of CEQA are transposed in the meeting minutes, and the monitoring of their fulfilment belongs to the representatives of QMD.

(3) The meeting minutes are drawn up by a representative of the Quality Management Department and are transmitted to all the members of CEQA.

Art. 23. The meetings of CEQA can be carried out face to face or online.

Art. 24. The decisions of CEQA are transmitted to the Board of Directors of the University for approval and are published on the website of the University for information of the academic community.

Art. 25. The activity of members of CEQA is not remunerated.

Art. 26. The annual reports of CEQA are included in the Rector's report and are published on the website of the university.

Art. 27. The documents of the Quality Management System are managed by the university, faculties and departments.

Art. 28. CEQA has in subordination CEQA-F, CEQA-M and the responsible persons for evaluation and quality assurance in departments.

Art. 29. CEQA-F/M meet at least every semester or whenever it is necessary, at the proposal of the commission president or any of its members.

Art. 30. The decisions from the meetings of CEQA-F/M are brought to the knowledge of CEQA.



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CHAPTER 5. FINAL PROVISIONS

Art. 31. CEQA can invite to the meetings, debates or events organized also other members of the academic community or national or international experts in the field.

Art. 32. These Regulations were approved by the Board of Directors on September 13th, 2021 and by the Senate of UMFCB of Bucharest on September 28th, 2021.

Rector

Prof. Dr. Viorel Jinga, Ph.D.

Senate President

Prof. Dr. Dragos Vinereanu, Ph.D.